

AMENDMENT  
*Arizona Air National Guard*

Active Guard/Reserve (AGR) Announcement

JOINT FORCES HEADQUARTERS/HRO

5636 East McDowell Road, Bldg M5710

Phoenix, Arizona 85008-3495

PHONE (602) 629-4832: DSN 853-4832

WEBSITE: [www.azguard.gov/hro](http://www.azguard.gov/hro)

ANNOUNCEMENT NUMBER:  
10-251A

OPENING DATE:  
19-Jul-2010

CLOSING DATE:  
2-Aug-2010

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:

Amended 22 July 2010: SECRETARY (OA), GS-0318-05, TC80032000, SSgt/E5 - MSgt/E7

APPOINTMENT FACTOR:  
OFFICER ☐ ENLISTED ☒

AFSC:  
3D071

ASVAB:  
A: 47

LOCATION OF POSITION: 162nd Fighter Wing, Tucson, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members of the 162nd FW, Operations Group, Arizona Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS funds are authorized.**

**NOTE:** Open to current AGR members in the grades of E5/SSgt thru E7/MSgt.

**NOTE:** Must possess a current valid drivers license.

**NOTE:** This position is subject to rotating or night shift work, weekends, and holidays.

**NOTE:** Re-Announced from Announcement #10-226A. Qualified applications received for Announcement #10-226A will be forwarded to this new announcement, there is no need to re-apply.

**INSTRUCTIONS FOR APPLYING:**

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. If member requires a waiver prior to interview, the waiver **MUST** be submitted and **APPROVED**. The following items are mandatory for all AGR announcements:

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.
- AZ Form 34-1, Arizona AGR Application Supplement
- AZNG Form 335-1-R, Military Brief
- AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement
- SF 181, Ethnicity and Race Identification
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. Documents **MUST** show your ASVAB scores.
- Copy of current Fitness Test scores. Must be within 12 months.
- Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Current within 12 months) This form can be obtained from your Wing Clinic.
- If applicable, Waiver for Exceptional Circumstances: i.e.; Within first 24 months of initial tour, within first 24 months of reassignment. This waiver **MUST** be approved by the Commander, the HRO and the TAG prior to selection packet leaving HRO. It must indicate why and how this will benefit the unit.
- If applicable, Waiver for Exceptional Circumstances for members not able to attain a 20 year AGR retirement prior to reaching age 60 for enlisted and MSD for officers, will be required if selected for AGR position. This must go through the HRO remote to the HRO to the TAG.

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO:** Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above.

**Applications postmarked on the closing date will be considered late and will not be accepted.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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**NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in ANGI 10-248.
2. You must have completed a medical examination in accordance with AFI 48-123 within the 12 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program. HIV must be current within 6 months.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals selected for AGR tours who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers will require a waiver if selected for position. Waiver authority rests with the Human Resource Officer and the Adjutant General
5. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).
6. AGRs will not be reassigned during the first 24 months of their initial tour or within the first 24 months of reassignment, except in the event of an approved waiver from the Human Resource Officer and the Adjutant General prior to announcement closing date.

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Ability to type correspondence in proper format using word processing.
2. Ability to maintain office files of correspondence, directives, regulations and other information.
3. Ability to operate computers, programs, and associated equipment.
4. Ability to communicate effectively both orally and in writing.
5. Ability to deal effectively with all levels of leadership and management.

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**SPECIALIZED EXPERIENCE:** Must have 12 months experience which the candidate has performed functions such as composing routine correspondence; maintaining administrative files; maintaining directives and regulations, receiving and distributing incoming and outgoing correspondence, and typing of correspondence.

**BRIEF JOB DESCRIPTION:** This position is located within the 162nd Fighter Wing, Air National Guard. Its purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates in the management of the office by applying a good working knowledge of the organizational functions and procedures in order to relieve the supervisor(s) of clerical and administrative support work. Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or referred to other staff personnel. Schedules appointments and makes arrangement for time, participates, and location of meetings in accordance with instructions from supervisor. Reviews outgoing correspondence for proper format, conformance with general policy, procedural instructions, grammar, typographical accuracy and necessary attachments. Maintains office files of correspondence, directives, regulations, and other convenient information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations and submits travel vouchers and reports. Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material. Receives requests for information including highly specialized or classified material.

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**SELECTING OFFICIAL:** Col Randall E. Straka DSN: 844-6108

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